

Examination Announcement

OPEN—CONTINUOUS FILING



California State Auditor Bureau of State Audits

AUDITOR EVALUATOR I, BUREAU OF STATE AUDITS (JC73/4088)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation or genetic information

Final Filing Date	Continuous
Exam Type	Open, State-Wide
Employment Type	Permanent/Full-Time
Salary Ranges	Range A: \$3,263 - \$4,167 This range shall apply to those individuals who do not meet the criteria for Range B. Range B: \$3,843 - \$4,905 This range shall apply to those individuals who have a Master's Degree; or who have satisfactorily completed the equivalent of 12 months as an Auditor Evaluator I, Bureau of State Audits, Range A, or who have twenty-four months of auditing experience. (California state experience applied toward this pattern must include at least one year performing the duties of a class equivalent to that of the Auditor Evaluator I, Bureau of State Audits, Range A.)

Drug Free Statement: It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Who Should Apply: Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education requirements as stated on this examination announcement

How To Apply: All interested candidates for this examination **must** fill out the Auditor Evaluator I, BSA **on-line application**.

To access the on-line application please follow the steps below:

1. Go to www.auditor.ca.gov
2. Click on the **Join Our Team** option
3. Click on the **Auditor Evaluator I (entry level)** option
4. Click on the **Auditor Evaluator I Exam Application** option

IMPORTANT NOTE: In order to be considered for this examination all applications must be received by our office using the Bureau's on-line application process.

POSITIONS EXIST WITH THE BUREAU OF STATE AUDITS IN SACRAMENTO ONLY

Minimum Qualifications: All candidates must have education equivalent to graduation from college. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) Specifically, you must meet one of the patterns listed below:

Either I—Pattern 1— Education: Equivalent to:

- a Master's Degree in Business, Accounting, Public Administration, or Public Policy;
- a master's degree in a related field that is strong in quantitative analysis with at least nine semester units of college level course work in quantitative subjects such as statistics and economics; or
- a graduate law degree and nine semester units of college level course work in quantitative subjects such as statistics and economics.

Or II—Pattern 2—Education Equivalent to:

Graduation from college with completion of a minimum of 39 semester units of **business-related*** course work which shall include the following:

- six units of professional accounting courses, or six units of economics courses, or six units of financial management; **and**
- nine units of related quantitative subjects, such as mathematics or statistics; **and**
- six units in written or oral communication.

***Business-related** course work in real estate, marketing, or human resource management may not be counted as part of the 39 total units.

Position Description: This is the recruiting, training, and development level of the series. Under supervision, incumbents assist in the planning, data gathering, and analytical tasks associated with audits. Incumbents may also assist in the completion of a segment of an audit.

Auditors within the Bureau of State Audits, in accordance with industry standards and governmental audit standards as promulgated by the Comptroller General of the United States, gather and document audit evidence; determine the highest and best source of evidence; observe and document agency procedures and practices; interview personnel at all levels of audited agencies; obtain relevant program information and statistical data through manual or computer-assisted techniques; develop relevant information through statistical sampling and quantitative analysis performed manually or by using various database and electronic spreadsheet software packages; prepare work papers to document work performed and to provide the basis for findings and recommendations; and prepare written reports. Positions in this series obtain and interpret relevant and authoritative criteria for the program or issues under audit to develop comparable criteria from authoritative methods and computerized databases and software packages; test data to verify its accuracy, completeness, and timeliness and develop possible causes of agency problems; draw conclusions and develop feasible and cost-effective recommendations concerning identified weaknesses or problems based on an objective and independent evaluation of evidence; assess the audited agency's compliance with relevant laws, regulations, and requirements; independently conduct quality control reviews of reports or other materials used in audits; present audit-related information at meetings and conferences with the Bureau of State Audits and audited entities, the Legislature, and other interested parties.

Auditors assigned to financial and compliance audits perform audit procedures to determine whether State, financial, and program-related information is presented in accordance with generally accepted accounting principles; participate in producing audited financial statements including all relevant disclosures; and provide an independent assessment of the State's compliance with applicable federal laws and regulations.

Examination Information: This examination will consist of a **Qualifications Appraisal (QAP) interview** only. The interview will include a number of predetermined job-related questions that will be asked of all candidates. Candidate's final score will be based on the interview. The entire examination is weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. A candidate may be tested only once in a 12-month period. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED** from the exam and will be ineligible from taking the exam for a period of 12 months from the date of the scheduled QAP interview.

Eligibility List Information: Names of successful competitors are merged into the eligibility list on a continuous basis. The names will remain on the list for a period of 12 months from the date eligibility is established.

Special Testing Arrangements: If you have a disability and need special testing arrangements, mark the appropriate box when filling out the on-line application. You will be contacted to make specific arrangements.

Knowledge and Abilities

A. Knowledge of:

1. General accounting and auditing principles and procedures.
2. Principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods.
3. Research and information gathering techniques.
4. Basic principles and practices of descriptive and inferential statistics.

B. Ability to:

1. Apply the required knowledge.
2. Review and analyze state and federal laws, regulations, and program data.
3. Review and analyze accounting records.
4. Learn and apply "Government Auditing Standards" prescribed by the Federal Government and standards of the auditing profession.
5. Review management and other related controls over financial data.
6. Conduct effective interviews with auditee's staff at all levels.
7. Gain and maintain the confidence and cooperation of those contacted.
8. Analyze, organize, and synthesize a variety of information into supported audit findings and logical recommendations.
9. Effectively incorporate the use of microcomputers in performing audits.
10. Prepare clear, complete, and concise reports.
11. Communicate effectively.

Additional Desirable Qualifications: Ability to use word processing and spreadsheet software.

Special Requirements: Willingness to travel, work away from the headquarters' office, and work long and irregular hours.

Additional Information

- Career Credits will not be granted in this examination.
- **Veterans' preference** credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans preference credits.
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.
- **The Bureau of State Audits** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Contact Information: If you have any questions concerning this examination or announcement, please contact:

The Bureau of State Audits' Recruiting Team at recruiter@auditor.ca.gov or call (800) 555-5207.